

Date

ROUTING AND TRANSMITTAL SLIP

21 April 1981

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DTE		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1 - For action cited in paragraphs 1B and 1C --
Recommendations 15 and 18.

SUSPENSE: 29 June 1981

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Executive Officer, DDA	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.606

STAT

Date

ROUTING AND TRANSMITTAL SLIP

21 April 1981

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. D/Security			
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1 - For action cited in paragraph 1A (Recommendation 7).

SUSPENSE: 29 October 1981

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Phone No.
Executive Officer, DDA	

5041-102

OPTIONAL FORM 31 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.6

STAT

SECRET

81-474/12

20 April 1981

DD/A 200407
81-6009/12

MEMORANDUM FOR: Deputy Director for Administration

FROM: Deputy Director of Central Intelligence

SUBJECT: Additional Actions to be Taken on the Inspector General's Report on Agency Cover

REFERENCES:

- A. Director, OTE Memo to DDCI, 4 March 1981, Subject: Recommendation 18 of the Inspector General's Report on Agency Cover.
- B. Director OTE Memo to DDCI, 10 March 1981, Subject: Recommendation 15 of the Inspector General's Report on Agency Cover.
- C. Director of Security Memo to DDCI, 10 March 1981, Subject: Approved Recommendations of Inspector General Report on Agency Cover.

1. I have reviewed the responses to Mr. Carlucci's 12 January 1981 tasking memorandum to the then DDA. I am pleased by the positive attitude the Directorate's offices have taken, and by the progress that has been achieved in implementing most of the DDCI-approved Inspector General recommendations. Some additional follow-up actions are required, however, as follows:

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B. Recommendation 15: "The Directors of the Office of Training and Education, and Security, the Chief, Counterintelligence Staff, and the Chief, CCS review the cover content of existing Agency

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training courses, such as the Introduction to CIA, Career Training Program, CIA Today and Tomorrow, Mid-Career Course, Advanced Operations Seminar, Senior Seminar, COS Seminar and the SIS course to ensure their relevance, meaningfulness and reality."

Additional Action Required: The Office of Training and Education (OTE) reports that it has taken steps to improve the cover content of the Orientation for Career Trainees, the Overseas Orientation Course, and CIA Today and Tomorrow. This is all to the good. It also appears, however, from OTE's response to Mr. Carlucci's tasking memorandum that cover is not explicitly presented in non-DO oriented courses and that the initiatives for discussions on cover in these courses are left with the students. I believe that the content of such courses as Orientation for New Employees, Introduction to CIA, Mid-Career Course, Advanced Intelligence Seminar and the CIA Senior Seminar should include a specific presentation on cover to ensure that all Agency employees are aware of the importance of cover to CIA's missions.

Please provide me with a report by 1 July 1981 on the steps that have been taken to improve the cover content of the non-DO oriented Agency training courses.

- C. Recommendation 18: "The DDO, in conjunction with the Director of Training and Education, revise the Career Training Program to provide more thorough training of CIA officers in cover work."

Additional Action Required: I am pleased with the steps which have been taken to implement this recommendation. Please report to me by 1 July 1981 that, as planned, OTE commenced on 1 April to include in the initial week of training of Career Trainees a full day of briefings [REDACTED]

[REDACTED] You should also confirm by 1 July 1981 that, as planned, and commencing with the CT class

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B. R. INMAN
Admiral, US Navy

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